

## **SWAFFHAM TOWN COUNCIL**

You are hereby summoned to a Finance & General Purposes Committee meeting of the Town Council held on **Wednesday 7<sup>th</sup> December 2005 at 7.00pm** in the Council Chamber, Town Hall, Swaffham.

NOTE: In the case of non-members, this agenda is for information only.

Richard Bishop  
**Town Clerk**

### **COMMITTEE FOR THE BUDGET MEETING CONSISTS OF ALL COUNCILLORS**

*Councillors please note that on receipt of your Draft Budget papers, the Town Clerk is available by appointment in the period leading into the Budget Meeting on 7<sup>th</sup> December to discuss and clarify all information or recommendations.*

**Summons issued Monday 21<sup>st</sup> November 2005**

## **AGENDA**

1. To receive APOLOGIES FOR ABSENCE.
2. To receive DECLARATIONS OF INTEREST – for items included on the Agenda.
3. To receive and agree MINUTES of Finance & G.P. meeting held on 5<sup>th</sup> October 2005.
4. To consider QUARTERLY FINANCIAL REPORT.
  - 4.1. *To receive financial report from the Responsible Finance Officer to include:-*
    - a) *To receive Accounts to date Receipts & Payments 2005/06.*
    - b) *To receive report from Internal Auditor.*
5. To receive & consider BUDGET 2006/07.
  - 5.1. *To receive Budget Presentation by the Town Clerk for 2006/07.*
  - 5.2. *To debate and consider recommendations issues from Budget Report.*
  - 5.3. *To agree and recommend Budget proposals to full Council to include the Precept requirements for 2006/07.*